



Student-Parent Handbook

*7821 W. Lincoln Avenue
West Allis, WI 53219*

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SCHOOL MISSION STATEMENT:

In Christ, the community of St. Paul's Lutheran School partners with families to equip children academically and prepare children and families spiritually to witness and serve.

The purpose of this handbook is to acquaint parents more fully with the program of Christian education offered at St. Paul's Lutheran School. We hope that this book will give you a better understanding of the policies and practices of the school.

Keep it in a convenient place for reference.

Note: Throughout this document, the term *parent* refers to the legal parent/guardian of the student.

I recognize the importance of the partnership we have with St. Paul's in nurturing the intellectual, social, physical and spiritual development of our children.

I have received a physical or digital copy of the St. Paul's Student-Parent Handbook.

I have read the Student-Parent Handbook and the policies set forth by St. Paul's and agree to uphold and support them.

Student name(s) _____

Parent signature _____

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1. INTRODUCTION

1.1. STATEMENT OF BELIEF

Thank you for enrolling your child at St. Paul's Lutheran School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the joy of Jesus with our students.

St. Paul's mission is very spiritual in nature. In addition to offering an excellent education, we want every one of our students to learn more about God's Word and Jesus Christ. At St. Paul's, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your child. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your child with the truths of God's Word.

We believe:

- The Bible is the true word of God. It clearly teaches all we need to know to obtain salvation and eternal life. It is also our true guide for living life. (II Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)
- There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)
- At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)
- The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)
- The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2:10 & 11, Ezekiel 33:11)
- Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became a man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to judge the living and the dead. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)
- When Jesus Christ died on the cross for us, God opened the way for all sinners to be declared righteous in His sight. Through faith in Jesus Christ, God declares all believers to be free from the guilt and punishment owed for our sins.

The sinner receives this free gift of forgiveness, not by doing good deeds, but only through faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, II Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

- Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)
- Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)
- God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27)
- The term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. God intends sexual intimacy to occur only between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25, I Corinthians 6:18 & 7:2-5, Hebrews 13:4) Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20, I Corinthians 6:9-10)
- We also believe that God offers redemption and restoration to all who confess their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21, Romans 10:9-10, I Corinthians 6:9-11)
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

1.2 PREFACE

We, the members of St. Paul's Lutheran Church, believe:

- That Christian education is not a matter of choice, but a command from God Himself, and that Christian parents must seek the best available means whereby they can supplement their own responsibilities and efforts in fulfilling the Great Commission to their own children and to the children of others.
- That St. Paul's Lutheran School, as a fellowship of believers, exists within the framework of the Body of Christ and experiences all the benefits and powers of Christ's Body.
- That St. Paul's Lutheran School, as an agency of Christian education within the Christian congregation, provides a setting for the child, the parent, the teacher, and the pastor, along with other children, parents, teachers, and pastors to fulfill their individual callings as members of the holy Christian Church, the communion of saints.
- That St. Paul's Lutheran School employs professionally trained Christian teachers dedicated to quality Christian education who approach their lives and that of their students as being eternal.

- That St. Paul's Lutheran School's chief purpose for existence is to teach the Christian faith over an extended period of time through instruction in God's Word.
- That St. Paul's Lutheran School provides our children with the opportunity to witness as it relates their faith in a school setting to all aspects of life: social, emotional, mental, and physical; and thus equips them for their role as a Christian citizen in home, church, community, state, nation, and world, knowing that the world and the people in it are objects of God's love.
- That St. Paul's Lutheran School provides both teacher and learner the opportunity to glorify God; and that it therefore radiates a quality of excellence in scholarship by providing an atmosphere that is conducive to optimum education, both spiritual and secular.
- That St. Paul's Lutheran School provides the best available means whereby parents can provide their children with a Christ-centered quality education in both spiritual and academic subjects.

1.3 LUTHERAN SCHOOL SYSTEM

St. Paul's Lutheran School is one of over 2,000 schools operated by congregations of the Lutheran Church—Missouri Synod (LCMS). St. Paul's cooperates with the South Wisconsin District in maintaining uniformity and quality in the Lutheran elementary schools. St. Paul's Lutheran Church is a member of the Lutheran High School Association of Greater Milwaukee. Membership in this Association assures a coordinated Christian education program from 3-year-old kindergarten through grade 12.

1.4 SCHOOL HISTORY

St. Paul's Lutheran School, which has operated without interruption for over 90 years, is an elementary school servicing grades 3K through grade 8. The school is supported, operated and administered by St. Paul's Lutheran Church and governed by its School Board. All decisions not delegated to the Board are brought before the Church Council or congregation's Voters' Assembly. Children of other LCMS congregations receive the benefits of the school through an affiliated arrangement with St. Paul's Lutheran Church. The enrollment of St. Paul's Lutheran School today can be attributed, under God, to the progressiveness and conviction of the Voters' Assembly, its School Board, and the parents who support the school through their cooperation, interest and financial support.

1.5 SOUTH SIDE LUTHERAN SCHOOLS

St. Paul's Lutheran School is a member of the South Side Lutheran School group. Fellow members include Hales Corners Lutheran, Grace Lutheran/Oak Creek, Our Father's Lutheran, Mt. Olive, and Martin Luther High School. Continual contact among the principals and teachers of these schools, directed toward improved and progressive educational standards, has produced an association of dedicated teachers serving our students.

2. ACADEMICS

2.1 BOOKS AND SUPPLIES

All textbooks, except workbooks, are on a rental basis. The students are responsible for the books and are expected to take good care of them. Fines are assessed for damage and/or replacement books. Students in grades three to eight are expected to have their own ESV Bible and Luther's Small Catechism, which can be purchased from the school office. A supply list is provided annually to let parents know what supplies are needed for the school year.

2.2 COURSE OF STUDY

Since the primary purpose of St. Paul's Lutheran School is to teach the Christian faith, the format of the course of study, while similar to other school systems, is taught in the light of Christian belief and in the perspective of Christian living.

Religion

Bible Study
Church History
Catechism
Memory Work
Confirmation Instruction
Worshipful Living

Social Studies

History and Culture
Civics and Citizenship
Geography & Economics
Current Events
Social Relationships

Mathematics

Grade-leveled Math Skills
Elementary Math Skills
Algebra

General Science

Physical
Earth
Life

Computers

Chromebook use
Google docs
Office
Google Classroom

Language Arts

Reading
Literature
Creative Writing
Spelling
Writing
Phonics
Study Skills

Fine Arts

Arts
Music
Dramatics

Physical Education

Physical Education
Health
Recess Periods

Kindergarten through grade 5 are primarily self-contained classrooms. Students move to other classrooms for art, music and computers. As the children enter the middle and upper elementary grades, additional departmentalization in certain subject areas does occur. In a departmental situation, students may move to different teaching stations for classwork

2.3 CO-CURRICULAR OFFERINGS

In addition to the regular curriculum, the academic portion of the school's program, there are several co-curricular areas available to the students. These co-curricular possibilities are primarily available to the upper grade students. Included are the following:

<u>Choir</u> Grades 4K, K-1, 2&3, 4&5, 6-8	<u>Instrumental Band (5-8)</u>	<u>Yearbook Staff</u>	<u>Service Areas</u> Chapel Services Chapel Ushers
<u>Boys' Interscholastic Sports</u> Basketball (4-8) Cross Country (3-8) Volleyball (5-8) Track (5-8) Soccer (5-8)	<u>Girls' Interscholastic Sports</u> Basketball (4-8) Volleyball (4-8) Track (5-8) Cross Country (3-8) Soccer (5-8)	<u>Short Shots Basketball (K-3)</u>	

Parents must read the Athletic Handbook and sign an acknowledgement prior to their student's participation in sports. Coaches supply this handbook to parents at the beginning of the sports season.

2.4 GUIDANCE, TESTING, AND PROGRESS REPORTING

In addition to regular subject matter testing, MAP and standardized achievement tests are administered yearly in Kindergarten through grade 8 to determine pupil, class, and curricular strengths and weaknesses.

St. Paul's is fortunate to have access to Title funding, programs, and instructors to aid in student instruction. Should further testing be necessary to determine learning disabilities or other areas of concern, parents may be directed to request testing from the public school district they reside in. Private outside services are available at the parents' expense. Journeys Lutheran School is another alternative for students with difficulties learning.

Pupil report cards are issued at the end of each quarter of the year. Through FACTS, daily monitoring of grades can be done. Since personal contact with the parents is desirable for pupil guidance, consultation days are scheduled at the end of the first quarter and additional conferences will be arranged when necessary. Do not wait for a scheduled conference to speak with your child's teacher(s). Contact him/her/them as soon as you have a concern.

St. Paul's is also fortunate to have a close working relationship with Lutheran Counseling-Family Services (LCFS). LCFS provides children and families with needed emotional support through the use of trained Christian counselors.

2.5 PHYSICAL EDUCATION CLASSES

Physical education classes are an integral part of the curriculum. Only under a physician's advice should a child refrain from participating in the physical education classes. All children who use the gym for physical education are required to have a separate pair of non-marking gym shoes for this purpose.

2.6 PROMOTION AND RETENTION

At St. Paul's, we are committed to ensuring every student receives the support they need to succeed academically. Here's how we will work together to support your child's progress:

1. Ongoing Assessment: Homeroom teachers will regularly evaluate your child's performance throughout the school year.
2. Partnership with Parents/Guardians: We believe in proactive communication. Teachers will reach out to you as soon as they have any concerns about your child's proficiency and readiness for the next grade level.
3. Individual Attention: We understand that each student has unique academic needs. Teachers will consider these needs and collaborate with you and subject matter experts to assess your child's performance.
4. Clear Standards: At the beginning of each academic year, we will share the standards for evaluation with you. This transparency ensures you are informed about the expectations for your child's grade level.
5. Promotion Criteria: If a student has not met the standards for minimum proficiency for their current grade level by the end of the year, they will not be promoted to the next grade level.
6. Decision on Retention: The principal will make the final decision on whether a student should remain in their current grade level, taking into account all relevant information and discussions with teachers and parents/guardians.

Our goal is to support your child's educational journey and work together to ensure they are ready for the challenges of the next grade level.

2.7 SEX EDUCATION

St. Paul's Lutheran School recognizes sex education as being mainly a parent's responsibility; however, by using appropriate Christian educational materials and Holy Scripture, we will seek to assist parents.

3. **STUDENT SERVICES**

3.1 BAND AND CHOIR

Pupils in grades five through eight can enroll in an instrumental band program. Lessons are offered during the school day at St. Paul's. This organization provides music at certain school functions and worship services.

In addition to the regular program of music instruction, an in-school choir is available. The choir actively participates in worship services. In addition, all grades are scheduled to sing at our worship services during various times of the year.

3.2 BULLYING

Definition- "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or

- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: cyber bullying, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation, or bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances and context of the incidents
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including suspension or expulsion.

3.3 CARE AND RESPONSIBILITY OF SCHOOL PROPERTY

A primary goal of St. Paul's Lutheran School is the development of responsible young men and women. Students are taught and modeled responsible care of books, furniture, equipment, facilities, buildings, and surrounding grounds. Parents are responsible for damage or loss resulting from their child's irresponsibility and/or misbehavior. They are expected to pay for repair or replacement as deemed necessary. Textbooks are especially vulnerable to damage if not properly handled and cared for by students. Therefore, students are expected to keep hard cover books covered during the school year and replace covers as needed. Clothing and shoes that are injurious to school furniture or floors should not be worn (no cleats, taps, shoe plates, etc.) Non-marking gym shoes are to be worn by students for gym classes and recess held in the gym and multi-purpose room

3.4 CHAPEL

Chapel days are special days to worship as a school body. All students are asked to wear dress clothes on chapel days (WEDNESDAY).

Students at the Lincoln Avenue and Grant Street buildings participate in midweek chapel services. Chapel services are not designed to take the place of regular Sunday morning, mid-week Lenten or Advent services. Parents are invited to attend the chapel services.

3.4.1 CHAPEL FAMILY SHIRTS

On pre-announced days, students will be asked to wear their chapel family shirts to school. These days include some Wednesdays and Fridays when we meet with our chapel family groups. Students are welcome to wear the shirt any other day as well.

3.4.2 CHAPEL OFFERINGS

Prior to each chapel service, children may be given an offering envelope. The envelope can be returned for the offering designated for that service. The development of Christian stewardship habits is wisely begun at an early age. Parents are

encouraged to have their children bring offerings to the Lord from their own resources, such as allowance money, etc.

3.4.3 CHILDREN'S MINISTRY

Many activities are offered at St. Paul's to allow for Spiritual growth and development. Sunday School and Bible Study are included. All school age children are encouraged to participate. Junior and Senior Youth events are offered for students in grades 6-8 (Junior Youth) and high school (Senior Youth).

3.4.4 CONFIRMATION INSTRUCTION CLASS

Pupils in the eighth grade will receive confirmation instruction three times a week. If there are any questions, the pastors should be contacted.

3.4.5 WORSHIP, SUNDAY SCHOOL AND CHAPEL SERVICES

Each pupil is expected to attend church and other special worship services faithfully. Sunday School for children and Adult Bible class attendance are encouraged. Parents are reminded that faithful church and Bible class attendance on their part is valuable to their own spiritual welfare as well as supportive of the educational and spiritual efforts of the school. Families that have no church home of their own are invited to attend our worship services.

3.4.6 COMPREHENSIVE STUDENT SUPPORT SERVICES

Our school offers a comprehensive range of student services designed to support the diverse needs of our student population. We coordinate Individualized Education Programs (IEPs) with local public schools to ensure that students with special needs receive tailored support. In addition, we develop Service Plans not only for students with an IEP but also for all students with academic or behavioral needs, ensuring that every student receives the appropriate assistance to succeed. We provide targeted academic support for students with special needs, helping them to achieve their full potential. Working closely with the local Local Education Agency (LEA), we identify and evaluate students who may have disabilities, ensuring early intervention and appropriate support. Furthermore, we collaborate with an outside agency to offer reading and math support and intervention, enhancing students' skills in these critical areas. Beyond academics, we are committed to providing social, emotional, and spiritual support to students in need, fostering a holistic approach to student well-being and development.

3.5 DISCIPLINE

In recognition of the need to make and enforce rules and regulations necessary to ensure effective operation of the school, the School Board obligates and authorizes the members of the administrative and teaching staff of the school to administer discipline when necessary in a manner similar to reasonable, caring, prudent parents.

The School Board recognizes each student as an individual child of God, and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect of individual personalities, needs, and emotions. The School Board also recognizes the value of various approaches to discipline, therefore trusting the discretion of the individual teacher or principal in the employment of such methods within a framework of Christian love.

The people in St. Paul's School are members of God's family, and it is our prayer that all of our interactions flow out of our relationship with our God.

Whenever discipline problems arise, we deal with them based on God's Word to us in Law and Gospel. Children should

understand and acknowledge their misbehavior, and also receive the assurance that they have God's forgiveness as well as the forgiveness of those around them. "... and forgive us our sins, for we ourselves forgive everyone who is indebted to us. And lead us not into temptation." Luke 11:4

Children are expected to be respectful to teachers and others, and to stay on task as daily activities unfold.

In all grades, parents may be called or contacted for serious or continued, inappropriate behavior. Also, the principal and/or pastor may become involved if necessary.

As it is important for parents to interact with their children's continued progress in school, parents are expected to check for daily reports, discuss matters with their children and follow through with home discipline measures.

A great deal of positive reinforcement is used with verbal compliments, stickers and stamps, daily checklists or reports sent home to parents, notes on assignments, and group celebrations for positive behavior.

As our children mature, so should our expectations. Children should have learned and practiced Christian attitudes and behavior, good manners and careful and complete work for several years. Such things as following directions when given once, keeping hands and feet to oneself, raising one's hand to be called on, and treating all others with respect continue to guide discipline expectations for these upper grades.

Occasional problems will result in verbal warnings and referrals home to parents to read and discuss with their child. All notices require a parent signature and need to be promptly returned to the teacher. Three such notices are:

- Demerit form – used for behavior and academic concerns.
- Dress Code Concern – used to inform a parent that improper attire was worn to school that day.
- Detention form - After 3 Demerits, students serve a detention.

While discipline is basically positive training in the right direction ("Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6), there is the negative side of correction. The teacher is therefore given the responsibility to enforce classroom regulations in a manner which is in accordance with the Christian principles and discipline as set forth in the Scriptures, and which complies with the rules of St. Paul's Lutheran School.

Consequences of any kind may be applied due to the inappropriate behavior of the students. It is always the desire of the school that students conduct themselves in accordance with the rules. When discipline is necessary, there is a general procedure that is followed. For problems in the classroom, hallways, gym, or school related activities, the student may be given a consequence (e.g. - talk to, parent contact, send to the office, demerit, detention, suspension, expulsion).

For problems that are serious or repeated offenses, the student may receive more severe consequences right away. When this occurs, either the principal or the teacher will meet with the student. The student is reminded of the proper behavior and the importance of following the rules.

3.5.1 BEHAVIORAL INFRACTIONS

Loud talking, unnecessary noises, constant unnecessary talking in class, passing notes, incomplete homework, throwing objects, dress code infractions, littering, eating without permission, gum chewing, misbehavior in chapel, disrespectful, rude, or insulting behavior, tardiness to class, disruption of class, cell phone usage, inappropriate use of computer, and any other educationally distracting or inappropriate behaviors are not permitted.

A student may be suspended or expelled for willful disobedience to authority, possession of pornography, razors or knives, firearms, fireworks, tobacco, drugs (which are not prescribed for the students), and other infractions as decided by the administration. This includes disobedience, disrespect to authority, and questionable behavior both at school and at

school-sponsored activities. Improper, lewd conversation or behavior at any time may be grounds for dismissal.

3.5.2 DRESS CODE

St. Paul's Lutheran School is a place for instruction and learning. We dress for the occasion, in this case, school. All clothing must be neat, clean and in good repair, and must not detract from the **Christian atmosphere of the school**.

The **Dress Code** is designed to help our students make a statement to others about the Christian character of our school and reduce the distractions that get in the way of learning. It is the responsibility of parents to assist children at home before coming to school so they will be dressed appropriately. Parents play a key role in enforcing the dress code, and we appreciate the support. **Classroom teachers and the principal will work for fairness and consistency and will have the final authority in all dress code concerns or infractions.** *The Dress Code will be shared with families at the beginning of the school year and will also be available on the school's website.*

3.5.3 DEMERIT FORM

A student may receive a Demerit form (at the teacher's discretion) for behavioral or work infractions. If a student receives a demerit, the teacher will fill out the form, which documents the incident. The student must have the form signed by a parent and returned to the teacher who issued the demerit before the start of the following school day.

After the first 3 demerits a student receives, they will receive a detention to be served with their homeroom teacher. Any student receiving more than 3 demerits in a 9-week grading period will receive additional consequences as determined by the teacher and principal.

Students who receive more than 3 detentions in a quarter will be placed on **behavioral probation**. This probation will be determined by the principal, as he evaluates the student's behavior. Students receiving several demerits for behavioral infractions will be placed on behavioral probation and will not be able to participate in any extracurricular activities, and continued behavioral issues may result in more severe consequences, up to and including expulsion.

The probation length is 1 month.

3.5.4 DETENTIONS

Detentions are to be served from 3:00-4:00 p.m. the day of or after they are issued. During that time students may be assigned a writing assignment, a task assigned by the teacher or work on homework.

3.5.5 SUSPENSIONS

Suspensions may be given to students by the principal if the seriousness of a student's actions merit the discipline. If St. Paul's has tried various means of discipline to change a student's behavior and has not succeeded, the next step is to suspend a student. A student may be suspended up to 3 consecutive days. In a few cases a student may receive an in-school suspension. This simply means they are not allowed in a classroom, but are in another supervised area. In most cases a student will not be allowed to return until the teacher, student, parent, and principal have met. Work may need to be completed for those days.

3.5.6 EXPULSION

When disciplinary measures do not result in improvement of student behavior or resolution of the ongoing problem, the School

Board may find it necessary to expel a student from the school. This is the final step in disciplining a student. In rare cases, a single behavior may be severe enough that the situation warrants immediate expulsion. The School Board reviews the recommendation for expulsion from the principal and they must give their approval for this discipline to be carried out

3.6 FIELD TRIPS

Each classroom schedules field trips during the year. The field trip is a part of the educational experience of the student and enhances a subject area. Parents are notified in writing as to the date, cost, mode of transportation, etc. and, in addition they provide the students' individual medical and insurance information as well as their consent. Parents may be requested to chaperone or occasionally provide transportation for some of the students going on the field trip

3.7 SELF IDENTITY

St. Paul's policy regarding sexuality, gender identity, and therianthropy is grounded in our institution's religious identity as laid out in our Statement of Beliefs. This identity, in turn, is based on the teachings of the Holy Bible as understood in the Lutheran Church-Missouri Synod. The Lord teaches us in His Word that sexuality is a gift granted by God. God uniquely created humans, taking the time to fashion both male and female. We believe that while males and females share equality in Christ, their differences and complementary physical natures must be recognized. Sexually immoral behavior, including but not limited to, homosexuality and any sexual activity outside of marriage, is contrary to God's will as revealed in the Bible. At St. Paul's, we uphold Biblical teachings and acknowledge the sin of these behaviors, as well as all other types of sin.

Students who struggle with homosexuality, gender identity issues, or therianthropy should feel safe and welcome at St. Paul's while simultaneously understanding that lifestyles associated with these struggles are contrary to our teachings and to God's Word. Publicly demonstrating an alternative lifestyle, including therianthropy, at St. Paul's Lutheran School is not allowed. Hateful and harassing behavior or attitudes directed toward any such individual will be repudiated and are not in accordance with our Statement of Beliefs.

3.8 PUBLIC DISPLAYS OF AFFECTION

Public displays of intimate affection, such as the holding of hands, kissing, and intimate embracing, will not be allowed on school grounds or during school-sponsored events.

3.9 HOMEWORK AND ASSIGNMENTS

Homework is of three types: 1) assignments that involve the family, a member of the family, or the home as such; 2) daily work not completed at school; and 3) long range assignments that are intended to be completed at home, at the public library, or some other location away from school.

Students in grades one to four will have some time during the regular school day to complete their assignments. In some cases, the pupil may need additional study time and may bring their work home. Students in grades five through eight have assignments that are longer and more difficult. These pupils can expect to spend some time each day on homework.

When work is brought home, the parents can assist the child by establishing a regular time, and a quiet, clean, well-lit place for the child to do their work. It is assumed that the parents will express interest in the child's efforts and periodically check their progress.

On average, a student should expect to have 10X the grade level of homework each night (in minutes). For example, a 4th grade student should have, on average, about 40 minutes of homework per night (4 X 10)

3.10 LOST AND FOUND

A container for such items is located outside the Office area in the Lincoln Avenue building. The Grant Street building has one in the teacher's workroom. Parents should label all outer clothing and student items to ensure that anything lost can be later identified by their child. Several times during the school year, all items in the lost and found container are placed on tables by the 79th Street entrance for claiming. Usable unclaimed items are donated to a local thrift shop.

3.11 LUNCH PERIOD

The times of the lunch period for the various grades is published prior to the opening of school. Students bring bag lunches and eat in their classrooms or designated area. Milk is provided through the school upon request. Soda, energy drinks and other caffeinated or sugary drinks are not permitted at school.

3.12 LIBRARY

Occasionally, pupils will be required to gather and present reports and research papers involving use of the reference materials and other public library resources. All children should have a library card and are encouraged to become familiar and make use of the public library facilities.

3.13 SCHOOL FUNCTIONS AND OUTINGS

School functions are sponsored when they have educational and/or fellowship values. Therefore, pupils are expected to attend and participate in all school outings and are encouraged to attend school functions such as concerts, fine art presentations, graduation, athletic competitions, etc.

3.13.1 SCHOOL SPIRIT DAYS

Fridays are always St. Paul's spirit wear days. Students are encouraged to wear their favorite Panther spirit wear or our school colors (red, white, and black). All dress code guidelines still apply on these days.

3.13.2 SCHOOL SPIRIT WEEKS

We have two spirit weeks during the school year, one in November and the other in February. Look forward to special dress-up days during these exciting weeks.

3.14 STUDENT-OWNED TECHNOLOGY - OUTSIDE OF SCHOOL

Students' home and personal Internet or other communication tools and technology use can have an impact on our school and on other students. If a student's personal Internet expression, such as, but not limited to, a threatening message toward a staff member or another student, or a website advocating violence or defamation of another's character, creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action.

3.15 STUDENT PHOTOGRAPHS

In the fall, student photographs are taken during the school day. Purchase of class and individual photos is optional. Portrait packages purchased are usually received later in the fall. Individual student pictures are included in the yearbook.

3.16 TECHNOLOGY POLICY

Our school uses technology resources to support and enhance established curricular goals and academic success as outlined by the Department of Instructional Services.

- “Technology resources” are defined as laptop and desktop computers, and any other school-owned electronic communication equipment.
- Technology resources are classified as school property, and are owned by our school. Technology resources must be used efficiently in the interests of our school and for educational purposes for which they were intended. Users are required to follow the guidelines outlined in this Policy, as well as other school rules and related policies.
- “Web resources” are a collection of tools that enable interaction on the Internet and include, but not limited to, blogs, wikis, podcasts, social media, email, and other forms of electronic communication. Our school provides access to many hosted web resources for use by its staff and students.

Limitations

Technology resources provided by our school are for educational purposes only. Acceptable uses are those which support our school mission. Technology resources, like any other school property, are owned by and the property of our school and subject to our school’s rights under contract and law. At any time without warning, our school may remove computer software and move or delete data stored on networked systems. The use of technology resources and web resources are considered an extension of the classroom.

- Compliance with all school policies, guidelines, rules, and acceptable standards of behavior are necessary and required.
- Our school emphasizes to all users that access to technology is a privilege not a right; therefore a user will be held responsible for his/her actions while using the technology system.
- Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution under those laws.
- Students failing to abide by the Acceptable Use Policy may lose network/computer privileges along with consequences that may arise from violations of normal school rules and Handbook guidelines, up to and including possible expulsion.

Property of Our School - Expectations of Privacy

Users should have no expectation of privacy in the contents of any communications or files on school technology resources, individual storage systems, or Web resources unless such expectation is granted by law. Our school maintains the right to access, inspect, investigate, and monitor all use of its technology resources, including all files, communications and information created on, with, or transmitted using its technology resources or Web resources, including email, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by our school for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

Responsibilities and No Liability of Our School

Our school technology system shall be used in a responsible, efficient, ethical, and legal manner, and all users shall abide by our school’s policies and procedures. It is essential that each student recognize his or her responsibility in having access to services, sites, and people that the network provides. The user (student) is ultimately responsible for his or her actions. Parents must set and convey high standards that their children should follow when using technology resources.

- Our school uses a filtering system in an attempt to limit student access to material that is harmful to students, obscene or disruptive to the educational or work environment.
- Our school reserves the right to block sites that do not enhance established curricular goals.
- No technology measure can block 100% of inappropriate content so our school emphasizes the importance of staff supervision in monitoring student use of technology.

- Access to the Internet provides connections to other computer networks and personnel all over the world. Users should understand that our school does not control the content of information available on such networks.
- Our school is not responsible for the accuracy, quality, or appropriateness of the information obtained through the Internet and makes no warranties of any kind, either expressed or implied, that the information or services contracted by or through the Internet will be error-free or without defect.
- Our school is not liable for any damages suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service.
- Our school is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using our school's technology resources.

If a user inadvertently becomes connected to a site that contains material with prohibited content, the user must disconnect from that site immediately and inform a staff member of the incident. Students are encouraged to inform a staff member if they are aware that another user is accessing or has accessed prohibited material via our school's technology resources.

Education, Supervision, and Monitoring

It shall be the responsibility of all instructional members of our school staff to educate, supervise, and monitor appropriate use of technology resources, including access to the Internet, in accordance with this policy.

Our school will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources;
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- Teaching students proper safety procedures when using email, social networking websites, texts, and other forms of direct electronic communication

Use and Guidelines of Our School Technology System

1. All use of school technology resources, including access to the Internet, must be in support of the educational goals of our school. All Board, student Handbook, and school policies must be followed when using any technology resource.
2. Use of school technology to access and/or distribute any material that violates U.S. law, state law, or School Board policy is prohibited.
3. Use of technology to access/use copyrighted materials, pornography, materials harmful to minors, obscene materials and/or similar materials is prohibited.
4. Students may not use our school's technology system in an offensive, harassing, illegal, or defamatory manner. Hate mail, harassment, discriminatory remarks, cyber bullying, and other antisocial behaviors are unacceptable in Internet and other network communications. Our school prohibits the use of the system to send or receive offensive or improper messages such as derogatory messages about other students or staff members. In addition, our school prohibits the use of the technology system in any way that could be

construed as harassment or disparagement of others.

5. All information accessible through the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
6. Students have a responsibility to respect the privacy and property of other users. Students should not intentionally seek information on, obtain copies of, or modify files, data or passwords of other users. A student will not allow another student to access computers or network resources using his/her/their login credentials.
7. For their own safety, students should not reveal any personal information, such as last names, addresses, phone numbers, or photographs.
8. Students should not expect that files stored on school servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
9. Technology resources must be handled with care. Physical damage or network interruptions such as the introduction of viruses or deleting of files are prohibited.
10. No eating or drinking near computers.
11. Students are directed to keep passwords for their own private use and should log-off the network when leaving the desktop station.
12. Students may not access social networking sites (such as, Facebook, Instagram, Snapchat, etc.), personal websites, personal blogs, online gambling sites or personal email accounts on school computers except for educational purposes specifically approved by the classroom teacher. Students may not engage in cyberbullying activities.
13. Students may not load, save, download, or otherwise install software on technology without approval from our school technology department.
14. Students who create web pages, blogs, profiles or other online postings outside of school that result in the student's online posting being accessed and viewed in the school environment may be disciplined if there is a disruption at the school as a result of the online posting.
15. Students may not use our school's technology system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system. Students may not damage the components of an entity on the system.
16. Students should not share documents, emails, blog postings or any other information created by someone else unless specifically permitted to do so by the creator.

3.16.1 TECHNOLOGY MAINTENANCE OF THE CHROMEBOOK

The Chromebook is NOT to be defaced or permanently altered in any way which includes stickers, engraving, writing, etc. Removal of any school applied markings or identification is strictly forbidden.

3.16.2 TECHNOLOGY MISUSE AND INVESTIGATIONS

Our school will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through our school's system. In the event that there is an allegation that a student has violated our school's policy, an investigation will ensue with the possible end result being that technology privileges may be withdrawn from students who do not respect the rights of others and who do not abide by established school policy or other discipline up to and including possible expulsion. Specific disciplinary actions will be tailored under the guidance of our school Student-Parent Handbook to meet the specific concerns related to the violation, as well as local, state and federal law.

The Chromebook that students receive is a technology resource owned by the school. Our school retains the sole right of possession of the Chromebook and any issued accessories for the device. Regardless of whether or not the Chromebook is used on school premises or at an external site or whether it is during the school day or outside of it, the student is bound by our school's Technology Usage policies and guidelines when using our school-issued device. Disciplinary action for violation of school policies and guidelines will be in accordance with school procedures.

- Students are prohibited from attempting to disassemble or change the configuration of the Chromebook.
- Our school is entitled to reclaim, search, or format/wipe the Chromebook at any time for any reason.
- The student is responsible for the appropriateness of all files and data stored on the Chromebook, including all files and data contained within temporary internet storage areas and computer storage areas such as caches and cookies.
- Misuse of the Chromebook may require the student to return the device to our school.
- The Chromebook is provided for the sole use of the student whose name is listed in the agreement. Siblings, friends, etc. are not to use this school-issued device.

3.16.3 TECHNOLOGY VANDALISM

Vandalism, defined as any malicious attempt to harm or destroy electronic information including data or equipment, is prohibited. Uploading or creation of computer viruses is considered vandalism.

3.17 YEARBOOK

Each year a staff of seventh and eighth grade students produces the Alpha and Omega yearbook, under the supervision of a faculty advisor. Copies are given out at the end of the school year.

4. **ATHLETICS**

4.1 INTERSCHOLASTIC ATHLETICS

St. Paul's is a member of the Milwaukee Lutheran Elementary School Athletic Association and participates in interscholastic sports. Parental consent is required for participation in these programs. In order to participate in the interscholastic program, a child must meet the scholastic and department standards of the school. Students in grades 7 and 8 must have a physical exam in order to participate.

5. **HEALTH AND SAFETY**

5.1 ADMINISTRATION OF MEDICATION

It is best to give your child any prescription medicine at home. School personnel may not administer medication that should have been given to the child at home prior to starting the school day unless it has been determined to be essential to be given

at school. School personnel will only provide administration of medication at the designated time as directed by the medical provider and the parent.

A completed Medical Administration form is required and must be on file in the school office before an authorized school personnel may administer prescription medications, or a child can be given a non-prescription medication, such as cough syrup or over-the-counter medication. All medications are to be turned in to the school office. Medical Administration forms can be picked up in the main office.

These forms include clear instructions from the doctor, including but not limited to the type of medication to be given, the dosage required, the doctor's signature, and your written consent. These forms are in effect from the date of the doctor and parent's signature to the end of the current school year including summer school. Similarly, students who need procedures at school also need a completed form. Also note that:

- If changes are made, such as dose or time the dose is given, a new form must be completed and signed by the parent and child's medical provider.
- The parent is responsible for ensuring the medication is delivered to the school safely and that there is enough medication to follow the medical provider's orders. Medications classified as "controlled substances" must be delivered by an adult.
- All prescription medications must be in the original pharmacy container identifying the pharmacy, date the prescription was filled, the child's name, medication name, dosage, time of day the medication is to be taken, and medical provider's name.
- If your child appears to be having a severe allergic reaction, epinephrine can be administered by the school nurse or trained school personnel if an epinephrine shot has been provided to the school by the parent.

The school has the right to refuse the administration of prescribed medications for your child or to stop providing your child with prescription medication if you do not follow the regulation and policy of our school.

If your child needs to self-carry an inhaler or injectable epinephrine, it must be indicated by the health-care provided on the form and parents must sign off on a Parental Consent for Self-Administration.

Students must show they are properly trained and understand the importance of proper handling/use of the inhaler and epinephrine auto-injector. If a child does not properly manage his/her/ own inhaler or epinephrine auto injector, regardless of his/her/ age, the inhaler and epinephrine will be taken from the student and stored in the school office. The child's parents will be notified of the change. If your child needs any non-oral medication(s) during the school day, contact the school office.

5.2 CONFISCATION OF ILLEGAL, UNAUTHORIZED, OR INAPPROPRIATE ITEMS

Illegal, unauthorized or inappropriate items found may be confiscated. The items shall be inventoried by the school principal and may be: returned to the student's parent, held for disciplinary proceedings or turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action will be taken when necessary.

5.3 GENERAL HEALTH AND SAFETY

5.3.1 HEALTH INSURANCE

All parents are asked to sign a form which states that they have medical insurance coverage for their children should an accident take place at school. The school no longer offers an insurance program for coverage while children are at school.

5.3.2 DRIVING REQUIREMENTS

All drivers for school-related functions must have a current driver's license and active auto insurance on file with the school prior to driving students for the school-related function.

5.3.3 SAFE INITIATIVE

St. Paul's Lutheran Church and School will engage in St. Paul's Safe Initiative management strategies in the selection of church/school workers, both paid and volunteer, who work with children and youth.

5.3.4 BACKGROUND CHECKS

Annual background checks will be completed for all volunteers who come in contact with children at the school or on school sponsored activities.

5.3.5 CROSSING GUARD

A crossing guard is provided by an independent company contracted by the City of West Allis. The crossing guard is located at the corner of 79th Street and West Lincoln Avenue. They are on duty one half hour before school starts, and one half hour after school dismissal. The crossing guard directs both vehicular and pedestrian traffic. The students are to obey their direction and respect the office they represent. The presence of these persons does not eliminate the need for the child/parent/teacher to practice good safety habits.

5.3.6 FIRST AID

First aid supplies are kept in the school. Each building houses an A.E.D. Teachers are trained to administer first aid, but they are not permitted by law to diagnose medical conditions of any sort. When an injury or illness is incurred, the home will be contacted. An emergency phone number and name of person(s) to contact in emergencies must be on file in the school office for this purpose. Medication can be given at school (oral only) only if the proper Medication Form is on file in the school office and is properly filled out. Medications given/taken at school must be stored in the school office (except inhalers and epipens), and can only be given as per the documentation. Medications (over the counter and prescription) must be in the original container.

5.3.7 EMERGENCY DRILLS

Fire, tornado, hold, lockdown, lockout, evacuate and shelter drills are conducted at regular intervals and under various conditions.

5.3.8 HEALTH SERVICES

The school health service is provided by the City of West Allis. A registered nurse from the Health Department visits the school regularly and is available on special call. Periodically, the Health Department provides hearing, visual, and dental examinations. These examinations are administered at school during school hours. Parents are urged to contact their family doctor if a problem is identified. Required immunizations and immunization records should be kept up to date as our school must provide a compliance report to the state of Wisconsin by the end of September annually.

Hygiene — Good hygiene is one of the simplest, finest, yet most necessary habits to practice. Children should bathe/shower frequently (daily, if possible) and wear clean, proper-fitting clothing.

5.3.9 PHYSICAL EXAMINATIONS

Each child should have a thorough physical examination prior to entrance into Kindergarten. The school urges that each child receive an annual examination. If the child is to participate in interscholastic athletics, an annual physical examination is recommended. An examination is encouraged at the grade level when they begin Athletic competition. At the 7th and 8th grade levels a physical examination is mandatory for students who will be participating in sports.

5.4 IMMUNIZATIONS

Wisconsin State Law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as mumps, pertussis (whooping cough) and other vaccine-preventable diseases from returning and harming our children. To obtain proper immunizations, call your doctor, health center, or the West Allis Health Department at (414) 302-8600. When your child is immunized, provide the records to the school Office. For details about free immunizations or to check your family's immunization records, contact your health care provider or the West Allis Health Department at (414) 302-8600.

5.5 STUDENT ILLNESS

Please Note: St. Paul's works closely with and relies on the **West Allis Health Department** for guidance in health-related issues. The following information was developed in consultation with them.

Communicable Diseases

Reporting of communicable diseases is required by law. When a communicable disease is suspected, the parent is responsible for reporting suspicious symptoms to the local Health Department within 24 hours by phone, mail, or in person. Rules and regulations regarding isolation, quarantine, and school attendance will be given at the time the disease is reported.

Infectious Disease/Conditions

To prevent the spread of illness and disease, students may not attend school with the following ailments:

- Vomiting or fever **in the previous 24 hours**
- Diarrhea **in the previous 24 hours**
- *Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- *Head lice (Pediculosis) until the head is totally free of lice and lice eggs (nits) – A designated school official prior to re-entrance to school **MUST** check student.
- *Suspicious rashes, rashes on the face, red facial sores which form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- *Chickenpox (Varicella), German measles (Rubella), Measles (Rubeola), Mumps, Scarlet fever, Whooping cough (Pertussis)
- Strep throat until after treatment has been initiated and until the child has been without a fever for 24 hours.
*Requires a note from your health care provider in order to return to school.

PLEASE NOTE: It is a requirement that your child be sent home for any of the above conditions, ***they must be symptom free for 24 hours*** before they are sent back to school as they can still be contagious during that time. ***Do not simply send your child back to school when they feel better.***

6. ADMINISTRATIVE

6.1 ATTENDANCE AND ABSENCES

ATTENDANCE

St. Paul's School Board and the Wisconsin Department of Public Instruction require all students enrolled at St. Paul's Lutheran School to attend school regularly in accordance with the laws of the State. All pupils are expected to have regular and punctual attendance. Regular student attendance is directly related to student academic success; therefore, student participation and attendance may be considered when determining eligibility for promotion to the next grade level. The primary and moral responsibility for student attendance rests with parents (Wis. Statute 2118.15). Parents should use discretion in removing their child from school, realizing that missing school puts the student and teacher in a difficult situation.

REPORTING ABSENCES

In cases of sickness, parents must call the school office to report the absence to the school office by 8:15 a.m. Absences not called in or reported by a parent by 9:00 a.m., will result in a phone call to the parent by the school. If a prolonged absence occurs due to sickness, the teacher should be notified as soon as possible so assignments can be kept up to date.

The primary legal responsibility for student attendance rests with the parent (Wis. Statute 2118.15).

EXCUSED ABSENCES

Excused Absences/Tardies/Early Departures shall be granted for the following reasons (appropriate documentation is required):

- Illness/ Hospitalization
- Ordered quarantine by the Health Department
- Pre-arranged doctor or dental appointment, with provider note
- Pre-arranged absences

Prior notification, in writing or electronic communication, for the following absences:

- Legal proceedings that require the student's presence
- Family trips
- Funeral attendance
- Other absences approved by the principal

A student too ill to attend school is also considered too ill to attend school activities or games or take part in any other similar activity that same day.

ABSENCES

Ten excused absences are considered excessive. (Wis. Statute 118.16) Once a student reaches **ten excused absences in a year**, a note from a physician is required for any additional absences. Failure to provide a physician's note will result in an unexcused absence. Excused absences are not included when determining the total annual absences.

UNEXCUSED ABSENCES AND TARDIES

If a student misses part or all of five or more days without an acceptable excuse **in a school semester**, or 10 days in a school year, the student is "habitually truant" (Wis. Statute 118.16).

Any absence from school for an entire day or any part of a day without acceptable excuse from parent or guardian and/or approval of the principal is considered unexcused. An unexcused absence is considered truancy. **ST PAUL'S SCHOOL RESERVES THE RIGHT TO DETERMINE WHETHER ANY ABSENCE WILL BE EXCUSED. UNEXCUSED ABSENCES MAY PROHIBIT THE STUDENT FROM PARTICIPATING IN CO-CURRICULAR ACTIVITIES.**

Truancy/unexcused absences are deliberate disregard for the educational program and are considered a serious matter. Parents/guardians shall be notified when a student has an unexcused absence and subsequent unexcused absences. Notices

shall be made by mail and attempted personal contact or telephone call. If a student misses part or all of five or more days without an acceptable excuse in a school semester, the student is "habitually truant." The principal shall notify the parent or guardian of a child who is a habitual truant by phone and by registered or certified mail.

The notice shall include all the following:

- A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.
- A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d).
- A request that the parent or guardian meet with the principal to discuss the child's truancy. The notice shall include a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional five school days.
- A statement of the penalties, under Wis. Stat. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under Wis. Stat. sec. 118.15(1)(a) and 118.16(2)(cg).

TARDINESS

When a student is late for school, the learning environment of the entire classroom is disrupted. A student who enters his/her classroom after the 8:00am bell is considered tardy. When tardy, students must report immediately to the school office and be **signed in by parent or guardian to receive an excuse form**. The student may enter his/her classroom only with excuse form in hand.

Habitual tardiness will result in a principal referral. A plan of action will be developed with parents or guardians to resolve the problem.

A student will not be marked tardy in the event of unforeseen circumstances such as severe weather or accidents.

MAKE UP WORK

Students with excused or unexcused absences will be expected to make up all work missed within the same time frame that the student was absent and will receive a grade for all work completed within that time frame. It is the responsibility of the parent and/or student to acquire all make-up work. Parents may request homework by calling the school before 9:00 a.m. when reporting the student's absence.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Regular church and Sunday school attendance is encouraged. We believe that God has commanded us to gather together to receive His gifts in Word and Sacrament. A record of Church and Sunday school attendance is kept by all teachers and is recorded on the report cards.

All families are encouraged to worship regularly. If the parents do not actively participate in another church or have no church affiliation, they and their children are encouraged to attend St. Paul's Lutheran Church.

6.2 ADMISSION POLICY

Children to be enrolled in 3K must have reached their third birthday by September 1st of the year in which they expect to enter school, and must be able to take care of their own bathroom needs. Children to be enrolled in 4K must have reached their fourth birthday by September 1st of the year in which they expect to enter school. Children to be enrolled in Kindergarten

must have reached their fifth birthday on or before September 1st of the year in which they expect to enter school. Children to be enrolled in the first grade must have reached their sixth birthday on or before September 1st of the year in which they expect to enroll.

6.3 APPOINTMENTS AND SCHOOL VISITS

Teachers are interested in meeting with parents to discuss their child's progress and will make themselves available upon request. We ask that you contact the teacher in advance to set up an appointment. Coming to school without an appointment can be embarrassing and an inconvenience for both the parent and the teacher since the teacher may already have a previous commitment.

6.4 ELECTRONIC EQUIPMENT

All electronics such as cell phones are turned in to teachers and returned at the end of the day. Violations of this rule will result in equipment being confiscated. Confiscated equipment will be returned only to parents. Students will not be allowed to bring equipment to school after it has been confiscated. St. Paul's is not responsible for lost or stolen items.

6.5 NEW ENROLLEES

A new family desiring to send children to our school may be asked to do the following:

- A. Make an appointment with the principal to receive information, ask questions, and tour the building.
- B. Give the principal permission to check the child's previous school records.
- C. Allow all children to be screened by our faculty for evaluation of ability level and grade placement.
- D. Agree to sign a statement showing willingness to comply with all policies in the Parent Handbook.
- E. Pay a registration fee.

6.6 NEWSLETTER

The parent newsletter is sent to each home weekly via e-mail. The newsletter is also on our website at www.splsua.com. Important events and activities are noted to help maintain sound communication. Items regarding the opening of school are included in the August Newsletter. Parents should look for the Parents Newsletter each Thursday during the school year.

6.7 NON-DISCRIMINATION POLICY

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

6.8 PARENT RIGHTS AND RESPONSIBILITIES

Our school recognizes that parents are our most important partners in a child's education. Your involvement is essential to your child's educational success. We urge you to understand and exercise your rights and responsibilities.

As a parent, you are responsible for:

- Communicating to your child that you and the school expect high academic achievement and that you believe in his/her ability to achieve academically.

- Seeing that your child attends school daily and arrives on time. You must provide explanations for absences and tardiness in writing, via electronic form or any other method of personal contact of which a record is kept by the school.
- Ensuring that your child has all health immunizations as required by law.
- Attending parent conferences and participating in parent organizations at the school.
- Using FACTS to review your child's school records.
- Providing a home environment that allows your child to study and helps him/her with academic performance and behavior in school.
- Knowing the discipline guidelines. Discuss discipline with your child and encourage compliance.
- Conducting yourself in a Christian manner at school and at school functions.

Regarding communication, you have the right to:

- Visit school and classrooms (visitation to school/classroom must be scheduled and approved prior to visit, please contact the main office) to observe and to attend school-related activities according to school guidelines.
- Receive regular reports of academic progress and attendance, as well as reports of times when your child is removed from the classroom as a means of discipline.
- Request that a conference be held as soon as possible with teachers and the administrator to have curriculum, grades, testing, homework and discipline explained to you.
- Request a conference if you believe that a school staff member has violated laws or school policy.
- Attend school meetings connected to your child's education.
- File a complaint if your child has been discriminated against or harassed in any way.

Regarding what your child is taught in school, you have the right to:

- Request an Individualized Education Program (IEP) evaluation for your child if you suspect he/she has special needs.
- Receive notification that your child has been placed in a program for academic intervention services.

Regarding your child's school records, you have the right to:

- Expect that information about your child is protected and treated as confidential.
- Receive and examine copies of all your child's school records within student record guidelines.

Regarding your child's attendance at school, you have the right to:

- Receive a copy of our school's student attendance policies.
- Receive notification if your child is absent without an excuse .
- Meet with the principal within five days once you have been told that your child has been truant if you believe the absences were excusable.

Regarding discipline of your child, you have the right to:

- Appeal disciplinary actions such as expulsion or suspension.
- Request a conference with the principal to seek to reduce the number of days of a suspension.

Rights of Foster Parents

As a foster parent, you have many of the same rights as biological parents or legal guardians for the duration of the child's placement in your home. In some cases, however, these rights are restricted by law. One such case is the authorization of an Individualized Education Program (IEP) evaluation for the child. A foster parent cannot authorize an IEP evaluation unless either all attempts to contact the biological parent or legal guardian have failed, or the biological parents' rights have been terminated according to Wisconsin law 115.76(12)(a)(10).

Rights of Noncustodial Parents

If you are a noncustodial parent, you have the same rights to student records, progress reports, school mailings, school visits and parent-teacher conferences as a custodial parent unless a court order restricts such rights. In cases where a court order is in place, the custodial parent must provide a copy of the court record granting rights over the student to the school principal. It is your responsibility as a noncustodial parent to give the school your address and contact information if you want to be consulted regarding your child and to be placed on school mailing lists. Only the custodial parent/legal guardian can remove a child from school or give permission for the child to be removed from school by another adult.

Rights of Parents – Special Education

If you believe your child may have a disability and therefore requires special education services, you have the right to have him/her evaluated. Request an evaluation by contacting the teacher or principal.

6.9 REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Our school takes child safety issues seriously. School staff are required by state law to report suspected child abuse and neglect. Required reporting leads to protection for all of our children and helps to identify supports for families who may need it. If you have specific questions regarding child abuse and neglect policies and procedures in our school, please contact the Office.

6.10 SCHOOL BOARD

The St. Paul's Lutheran School Board meets monthly as part of its function as a governing body regarding school policy. If you would need to contact the school board to discuss an issue related to education and/or school policy, please contact the main office and request the contact information for the school board chair or any other school board members.

6.11 COMMUNICATION WITH FAMILIES

We use email as the primary method of communication. It is crucial that primary parents maintain an accurate email address on FACTS. It is important that we have accurate telephone contact numbers. For assistance, call the school office.

6.12 SCHOOL HOURS

School hours are established and announced prior to the opening of the fall term. Only designated entrances and exits are to be used at the respective buildings. Before School Care is from 6:30am - 7:45am; classrooms open from 7:45am - 8:00am; school begins at 8:00am and ends at 3:00pm; car line is from 3:00pm - 3:15pm; After School Care is from 3:00 pm – 5:30pm.

6.13 SEVERE WEATHER AND SCHOOL CLOSINGS

While it is the intent of our school to offer a regular program of classes on every school day, as residents of Wisconsin, we recognize the need to make special preparations for the safety and welfare of students and staff when faced with severe weather conditions.

School Closure

The timing of the decision to close schools is influenced by the severity, intensity, and movement of the storm center or weather conditions. A decision to close school will be made as early as possible.

Communication of School Closure or Early Dismissal

In the event of school closure or early dismissal local television and radio stations will also be notified. Information will be posted on the school website and social media.

- WTMJ 4 – <https://www.tmj4.com/weather/school-closings-delays>
- Fox 6 - <https://www.fox6now.com/closings>
- WISN 12 – <https://www.wisn.com/weather/closings#>

Planning Ahead

It is important to recognize that all eventualities cannot be planned for in emergency weather situations. However, anticipating these events helps lessen their impact and inconvenience.

- All telephone numbers and email addresses should be accurate in FACTS. Parents are responsible for this information. For assistance, contact the Office.
- Be reminded that parents make personal decisions regarding those few winter days when school is in session and they feel it is in the best interest and safety of their child to remain at home. To report an absence, contact the Office.

Beyond the School Day

In the event of school closure or early dismissal, schools and facilities are also closed for all activities beyond the school day. This includes practices and games, before/after school programs, and school activities (e.g., clubs, practices, and sporting events).

6.14 STUDENTS WITH SUSPECTED SPECIAL EDUCATION NEEDS

Students with a suspected disability that may require special education services have the right to be evaluated to determine if they qualify for special education services. Parents should contact the teacher or principal. All students who currently have an Individualized Education Program (IEP), or those who are currently being evaluated, have additional rights and protections.

6.15 TELEPHONE

Students must have faculty member permission to use a phone. It is intended for limited use in special situations.

6.16 TRANSPORTATION

Bicycles/Walking — Bicycles may be used for transportation to and from school. Laws governing vehicles and bicycles must be observed, and the bicycle must be properly equipped and licensed. Students who use skateboards need to follow safety precautions and be aware of pedestrian rights when riding on the sidewalk.

Bus — The school does not operate its own bus service.

6.17 TUITION ASSISTANCE

Member tuition assistance is available to all school parents who demonstrate a financial need. Funds are disbursed based on the amount of money available. Interested parents should contact the principal for necessary forms and procedures.

6.18 USE OF SECLUSION OR PHYSICAL RESTRAINT

No corporal punishment may be administered to students in our school. School officials are not, however, prohibited from using reasonable and necessary force under the following conditions: To quell a disturbance or prevent an act that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object within a student's control; for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes; to remove a disruptive student from school premises; to prevent a student from inflicting harm on him/herself; or to protect the safety of others. School officials are also not prohibited from using incidental, minor or reasonable physical contact designed to maintain order and control.

We have a responsibility to ensure that students are treated with respect and dignity in an environment that provides for the physical safety and security of all students and staff. In instances when a student's behavior poses a threat to the safety of him/herself or others, seclusion and/or restraint may be required. It is recognized that in certain situations, emergency safety interventions must be utilized to keep an individual or others safe. Seclusion is defined in the law as the involuntary confinement of a pupil, apart from other pupils in a room or area from which the pupil is physically prevented from leaving. Seclusion provides for continuous adult supervision of the student in a safe area/room due to out of control/unsafe behavior for no longer than is necessary for the student to regain emotional/behavior control. Physical

Restraint is defined as a restriction that immobilizes or reduces the ability of a pupil to freely move his or her torso, arms, legs, or head. It does not include briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort, or redirect the student. Whenever possible, restraint should be conducted with a minimum of two staff members present and/or in the line of sight. Seclusion and restraint for behavior management is used only as an emergency measure and is reserved for those occasions when severely aggressive, combative or destructive behavior places the student or others in imminent danger. In extreme cases, a student may need to be secluded or restrained in order to regain control. Seclusion and restraint are to be used by school staff only as a last resort when a student's behavior presents an immediate danger to the student and/or others, when other positively based interventions have been unsuccessful, and for the shortest time possible.

6.19 WEAPONS

Guns, knives, explosives, lighters, matches, sprays, razors or anything that could cause harm or danger to other people are forbidden on school grounds or at any off-site school sponsored event (buses, field trips, extracurricular events). Students found in possession of any such weapons are subject to disciplinary action including suspension and/or expulsion from school, and/or legal action in accordance with the city of West Allis, state of Wisconsin, or Federal laws.

7. AUXILIARY GROUPS

7.1 PARENT-TEACHER LEAGUE, P.T.L.

All parents whose children are enrolled in St. Paul's Lutheran School are members of the PTL. At the beginning of the school year is an Open House for parents to come and meet with their child's teacher to be informed about expectations for the new school year and how teachers and parents can work together to help the children. It is an opportunity for Christian fellowship and parents to get to know one another. At the end of the school year the PTL may host a family type activity for everyone. The PTL has been instrumental in providing support and leadership for the school's athletic programs, purchasing educational equipment, assisting with Awards Day, graduation programs, Fine Arts and the like.